



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Executive Staff Analyst (Executive Level)
Posting Number	PN# 101392
Department	Houston Airport System
Division	Marketing, Communications & Community Affairs
Section	Media Relations
Reporting Location	16930 John F. Kennedy Blvd.*
Workdays & Hours	Varied, normally M-F *

\*Subject to change

### DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Responsible for the overall development and implementation of the Houston Airport System (HAS) strategic communications and media relations plan, consisting of the current communications program and a specific assessment of the Department's medium to long-term communications needs. Represents the department as chief spokesperson and community communications liaison, overseeing activities that call for media coverage for scheduled events and emergencies. Distributes information regarding security matters to ensure efficient operations at both airports in order to orient passengers and airport visitors to procedures and requirements. Responsible for publications generated both by HAS and outside publishers under contract with HAS. Attends civic, city council and other public meetings, and responds to media requests during such events. Prepares and distributes accurate, timely responses to all media requests, information interviews, public inquiries and City Council requests. Provides input to the department's Web site operation, oversees use and application of Web technologies to further the department's marketing and customer service initiatives via the HAS website. Other requirements include speechwriting, newsletter articles and special communication duties as assigned.

### WORKING CONDITIONS

Performing these duties will involve the ability to: recognize sound, tone, and pitch; observe and differentiate details; attend to details amid distractions; understand spoken and written ideas; speak and write effectively; apply specialized information; adjust to critical and demanding work; deal with people in tense situations; and work as a member of a team; operate city vehicle; standing, stooping, sitting, climbing stairs and lifting up to twenty (20) pounds. Must be willing and available to work all shifts, including rotations and weekends. Must be able to obtain and maintain security clearances.

### MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Business Administration, Public Administration or a field directly related to the type of work being performed such as Journalism or Communications.

### MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of professional communications, financial and analytical experience related to the type of work being performed are required.

### MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

### PREFERENCES

Strong preference will be given to applicants with a Bachelor's or Masters degree in Journalism or Communications and strong proven written skills. Preferred skills include computer literacy, desktop publishing experience, proficiency with Windows XP, and Bilingual English/Spanish ability, both written and oral. Aviation/Airline media relations experience preferred.

### SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

### SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 30	
\$2,403.00 - \$2,806.00 Biweekly	\$62,478.00 - \$72,956.00 Annually

### OPENING DATE

NOVEMBER 10, 2004

### CLOSING DATE

OPEN UNTIL FILLED

### APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1840." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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